INFORMATION REGARDING CASE UPLOAD

Before attempting to use your case upload feature within your bankruptcy petition software, please contact your vendor regarding the following:

★ Use of the one-touch feature (case upload*)

★ The ability to switch between the live database and the training database

★ Configuring your software to include and/or exclude the appropriate documents in the correct sequence, ie:

Voluntary Petition (page 1 and 2)
Summary of Schedules
Schedules A - J
Declaration Concerning Schedules
Statement of Affairs
Statement of Intention

DO NOT INCLUDE THESE DOCUMENTS:

Notice to Individual Consumer Debtor
Verification of Creditor Matrix
Mailing List of Creditors
Statement of Social Security Number

★ Where the software stores the documents in your computer once they have been created

*You can only use CASE UPLOAD feature in Chapter 7 and Chapter 13 case that have all required documents.